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[REDACTED]

SUPPORT OFFICERS' MEETING

24 June 1964

DD/S Conference Room

1. Those Present:

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[REDACTED]

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2. [REDACTED] announced that the DD/P is now concurred in the establishment of a Central Travel Unit and the decentralization of certain certifying functions to the DD/P Staffs and Area Divisions. As pointed out in the proposed [REDACTED] and Finance Instructions 104 and 105, it is planned that these two actions will take place on 1 July 1964. [REDACTED] pointed out that he had asked [REDACTED] to attend the meeting and brief the Support Chiefs on these developments.

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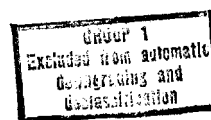
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[REDACTED] pointed out that the Central Travel Unit and the decentralization of functions were closely related to the move downtown of Finance, which is proposed for mid-July, and an internal re-organization, which Finance is currently carrying out. As regards the decentralization of certifying functions, basically, the Divisions will be able to certify those items which do not require reference to centralized record and about which the Divisions have more knowledge than other Agency components. This decentralization will avoid duplication and also avoid certain difficulties that otherwise would arise as a result of Finance's move. Finance will maintain central certifying functions over items such as payroll, allowance payments to other Agencies, and procurements on all which must be controlled on a centralized basis. It is realized that certain gray areas existed in the categories of items decentralized and that after some experience is gained, more definition will be required.

The Central Travel Unit is primarily designed to avoid duplication and to provide for more consistency and uniformity in

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25 YEAR RE-REVIEW

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processing employee travel. The Unit will process all travel vouchers for all Agency personnel. It will actually compute and type all vouchers for foreign PCS travel as well as foreign TDY travel and domestic travel where such travel is complicated. The Unit cannot physically handle the typing and computation for all Agency travel vouchers, and this function for the majority of TDY and domestic travel will remain a responsibility of the component concerned. [] emphasized that the Unit has limited staffing and he pointed out to the Area Divisions that those positions which they lost did not go into the Travel Section. He requested the cooperation of everyone in helping this Unit to get started and to achieve an efficient status.

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[] stated that obviously some re-training of personnel in the DD/P components was called for so that they would be capable of carrying some of the burden for travel voucher preparation and computation.

3. Action Memorandum No. 393 has established Mr. Chretien's office as the central repository for newspaper and magazine articles and books published about the Agency and personnel. Any offices which now employ clipping services are requested to provide copies of pertinent articles to Mr. Chretien's office.
4. Approval has been obtained to construct a Logistics Printing Services' building on the Langley grounds near the water tower by West Lot. It is anticipated that the plant will be operative two to three years.
5. In view of [] serious illness, [] will become Acting Chief of the new Central Travel Branch until it is determined whether [] will be able to return to this job.
6. The Deputy Director has requested that all employees be reminded that the publication of books, such as The Invisible Government, and The Bay of Pigs, in no way relieves any employee of his secrecy obligations concerning material revealed in such books.
7. The Supervisory Reorientation Course will be held on 21 and 28 July for DD/P Supervisors.
8. Mr. Houston has reported that the Senate Post Office and Civil Service Committee held a long meeting on 23 June and has two more planned for 24 and 25 June on the proposed Pay Bill. It is anticipated that it will be sent to the floor early in the week of 29 June. It is expected that the Senate will review the Udall Amendment but will recommend a \$10,000 raise for Congressmen.

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9. Mr. Houston is attempting to see Senator Russell on 24 or 25 June regarding the Agency Retirement Bill but has nothing to report to date. Senator Russell had previously stated that they would not consider the legislation until Civil Rights was out of the way.
10. Mr. Helms pointed out at a recent DD/P Staff Meeting that some hot information regarding [] had come into the Agency on a weekend and had been processed and sent to the proper levels of the State Department and the White House. However, someone failed to tell the DD/I of the information. Mr. Helms requested that in cases such as this, the watch officer should be notified so that the necessary internal notification can be properly handled. In this particular case, the DD/I Monday Briefing completely failed to convey the information which had been received. 25X1
11. Mr. Helms has called attention to a recent Newsweek Book Review of The Invisible Government which tends to put the book in its proper prospective.
12. The number of security violations rose again in May to a total of 39. WH Division leads with eight, AF is next with six, and WE ranks third with five. The subject continues to receive high level attention, and we must do everything to reduce the number of violations.
13. The SSA/DDS has in its files a copy of the memorandum setting forth the rules and regulations to be followed in using the Executive Dining Room for official entertainment. The memorandum will not be circulated, but personnel involved in the use of the dining room should read it in the Office of the SSA/DDS.
14. After the Support Chiefs' Conference, the DD/S stated that he would like to resume our former practices of briefing [] before they go to the field. Divisions are requested to advise the SSA when they learn of new [] proceeding abroad. 25X1 25X1
15. SSA-DD/S is charged with maintaining follow-up suspense of all DD/P Audit Reports. While we are receiving copies of Headquarters replies to Audits, we are not receiving copies of all field replies. It is requested that the Divisions and Staffs insure that copies of replies from field stations are forwarded to SSA/DDS.
16. [] requested that Staff studies and other documents requesting exception to the Housing Regulation include the

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following information: (a) Employee's true name, (b) his grade, (c) the number of dependents, (d) the type of dwelling, and (e) the number of bedrooms.

25X1 17. [] announced that henceforth the weekly Support Chiefs' Meeting would be limited to Support Chiefs or their Deputies who are assigned to DD/P components. This change is necessary so that more time can be spent in discussions in depth of DD/P problems. However, the meeting held on the first Wednesday of each month will be open to Support Officers in other components.

25X1 18. [] asked the opinion of the group on the requirement that an annual report be submitted from the Field listing all persons taking language training. He stated that OTR has no requirement for such a report, and he questioned whether it served a useful purpose for other Agency components. SSA will follow up on this problem.

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